



JOB DESCRIPTION

TITLE: Permit Specialist	JD: 112
DEPARTMENT: Planning & Community Development	EFFECTIVE DATE: 1/1/11, rev 2/13/15, 11/19/15
REPORTS TO: Building Official or Planning Manager	FLSA STATUS: Non-Exempt
SUPERVISES: N/A	UNION STATUS: Represented

ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a non-charter code city operating under the Council-Manager form of government. The City Council appoints a professional City Manager, who serves as the Chief Executive Officer and is responsible for the day-to-day operations of the organization. The City Council serves as a legislative body and is made up of seven members, including two representatives from each of three wards (north, central, south) and one "at-large" member representing the Island as a whole. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

JOB PURPOSE/SUMMARY

The Permit Specialist is the first contact for customers seeking information or assistance regarding the City's codes and permitting processes. The Permit Specialist responds to each inquiry with information in accordance with the customer's level of technical understanding in an accurate, competent, efficient and professional manner. The Permit Specialist is also responsible for working with management staff to evaluate current permit processing and tracking procedures, researching possible improvements to streamline permitting processes and assisting in the implementation of new processes.

PERFORMANCE EXPECTATIONS

- **Leadership:** Contributes to a positive work culture consistent with the City of Bainbridge Island Leadership Philosophy, actively welcomes new approaches to public service and supports change and process improvements at all levels within the organization.
- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to whom service is provided.

ESSENTIAL FUNCTIONS

- Acts as primary contact for the department; provides advanced technical permitting, and development review information to citizens, developers, builders, contractors, engineers, architects, other City departments and the general public; responsible for initial review of incoming permits.
- In consultation with management staff, develops, coordinates and administers department permitting system, including evaluating current permit processing and tracking procedures, identifying problems, researching improvements to streamline permitting process and implementing procedural changes.
- Researches, analyzes and prepares of variety of reports and statistical summaries, requiring judgment as to content, accuracy and completeness.
- Provides technical assistance to development professionals and the general public regarding applicable codes, ordinances and regulations involved in the permit process.
- Interprets information for customers about basic construction/design requirements, land-use related

procedures and regulations, development standards and process information, permit costs and other procedural issues.

- Assists the public in completing applications for building, planning and other related permits issued by the Department.
- Reviews, processes and issues permit applications for purposes including street use, business licenses, clearing and grading, building, plumbing, electrical, mechanical permits. Performs a wide variety of advanced technical duties to support the permitting process.
- Tracks and answers questions related to status of permit applications; contacts applicant when permit is ready for issuance; communicates with personnel from other departments regarding status of permits.
- Calculates and assigns permit fees; performs Energy Code Compliance reviews; oversees updating public information materials relating to the permitting process and building codes; performs various field inspections as assigned.
- Plans day-to-day and project assignments, attends meetings and, together with the Building Official or Planning Manager and other colleagues, sets and maintains workloads and priorities.
- Maintains timely and regular attendance.
- Other duties as assigned.

KNOWLEDGE OF:

- City organization, operations, policies and procedures.
- Construction technology, terminology, building materials, methods of construction and applicable building codes, including but not limited to the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code and the Washington State Energy Code (Building Division).
- Zoning and land use practices, codes and procedures (Planning Division).
- City development regulations, building codes, engineering policies, and related processes.
- Computerized permit tracking systems and geographic information systems (GIS) programs.
- FEMA flood plain regulations and FEMA mapping.

ABILITY TO:

- Read and interpret maps, property descriptions, blueprints, construction plans and specifications.
- Explain City procedures/processes to individuals of various levels of technical sophistication, presenting technical concepts.
- Maintain records and prepare written reports.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships
- Use initiative and independent judgment within established procedural guidelines.
- Understand and use an architecture and engineering scale.
- Perform basic math calculations (addition, subtraction, multiplication, division).
- Establish and maintain effective working relationships with colleagues and senior management team, as well as contractors, developers and the general public.
- Present a positive, professional image of the City through excellent customer service.
- Defuse angry or agitated people.
- Learn quickly.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

Graduation from high school or equivalent with continuing education and 2 years of experience in a public agency permit counter or customer service setting; OR any combination of experience, education and training that would provide the level of knowledge and ability required.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid Washington State driver's license is required.
- Building Division: Certification from the International Code Council as a Building Permit Technician, or ability to obtain certification within one year of hire, is required.
- Successful completion of a pre-employment background check is required.

WORKING CONDITIONS

The regular work schedule is Monday Through Friday, 8 am to 5 pm. Work is primarily performed in an office which is busy, oriented to public service and subject to regular work interruptions. Noise level is moderate. Position infrequently requires outdoor work, which includes driving a vehicle. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards and inclement weather conditions. Attendance at meetings before or after regular work hours may be required.

PHYSICAL REQUIREMENTS

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 30 pounds.

The City of Bainbridge Island is an Equal Opportunity Employer. We hire, train and promote without discrimination due to race, color, religion, gender, national origin, ancestry, marital status, honorably discharged veteran or military status, age, sexual orientation, genetic information or disability. Hiring, promotions, lay-offs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.